CC#12

Circular Letter No. 376.

October 12, 1906.

To Superintendents.

Gentlemen:--

Within a few days each Superintendent will receive his year's supply of Vist Reports, form "V". The matter of making and reporting on visits is one of primary importance and your close attention is invited to the following considerations in connection with it.

In general, the policy of the Department with regard to making visits may be outlined as follows: Superintendents are desired, unless prevented by some unavoidable cause, to visit and report on each teacher and school during the first term. During the second term visiting should be discriminate, the Superintendent visiting those teachers most often that he considers most in need of his help. During the third term an earnest attempt should be made to cover the district once more as in the first term. English and special teachers should not be omitted in visiting. It is not the principal object of the Department that a very great number of visits be made, and visiting which has for its apparent and the making of a high record for total number of reports sent in will not be encouraged or approved.

The form in which the visit report is made out is of primary interest to the Superintendent, to the teacher and to this Department. The very greatest importance is attached by the average teacher to the report and the Superintendent may make it, by judicious use, the strongest instrument at his command for direction and stimulus. In the Department these reports go to make up the professional record of the teacher. to aid in forming a basis for action on recommendations concerning him and inicidentally to afford something of a check on the work and judgment of the Superintendent. The aim should be to make each report of distinct aid or stimulus to the teacher along some specific line or lines. As a rule, when the Superintendent writes under each of the headings "Progress", "Preparation", "Discipline", etc., some single qualifying word, such as "Good" or "Unsatisfactory", the report is somewhat perfunctory in nature and its full capacities for help are not being utilized, and this is doubly so when a single qualifying word is written under the first heading and ditto marks in the six following lines. Such reports as these, beyond establishing the fact that the Superintendent visited the school, can be of little use to anyone. The following may be used as a carefully thought out report. It was sent in last year by one of the Superintendents, and while it would not be easy to write so much on the card now in use, this report

gives a good idea of what is wanted.

SUBJECTS REPORTED ON.	Reading and Board work in Arithmetic.
4 PROGRESS OF PUPILS.	Good in Arithmetic. Fair in Reading. Pupils read indistinctly.
PREPARATION OF WORK.	Satisfactory in scope. Arithmetic should be more detailed.
DISCIPLINE.	Good in general. Children do not stand well to recite.
METHOD.	Satisfactory in general. Avoid concert work in Language.
ZEAL AND INTEREST.	Marked. Work steadily improving as a result.
PROGRAM.	To be changed. Recess 15 minutes. Arithmetic in first period.
APPEARANCE OF ROOM.	Very satisfactory. Room neat and clean. Pictures few and good.

In cases when the Superintendent finds upon visiting a school that some one point needs attention far more than any of those usually reported on, it is often a good idea to draw a line through the different headings and simply use the lines of the card to write in the needed remarks. The use of the back of the card for special notes is also a good idea. It is obvious that on the occasion of his first visit

the Superintendent cannot justly report on "Progress" and perhaps not on "Method" or "Zeal and Interest", and reports on these points are not desired until the Superintendent feels he can justly make them. In cases like this such a remark as "Will report later", or even the blanket report, "General Inspection", may be used.

As a rule, the Department desires to have a Superintendent send in a report card when he visits a school, although not, of course, if he merely stop at a school-house to see to some matter not directly connected with the professional work of a teacher. Visit report cards should be sent in promptly; we expect a Superintendent usually to forward all such reports on the day of the visit or on the following day. In every case an exact duplicate of the report sent to the Department should be left with the teacher. The making of full visit reports should not in any way hinder the free use of the Criticism and Suggestion Pads.

In all ases shere the Assistant Superintendent or Superintendent's Clerk makes visits, the report sent to the Department should be signed with the name of the Superintendent and underneath should be written "per" and the initials of the one making the visit. All reports made by the Superintendent should bear his signature whether the copy be in his own handwriting or not.

Be careful to fill in the line entitled "School" in such a way as to leave no doubt as to the school visited:

if a graded school, give the name of the school and the word "Graded", and if a rural school, do not fail to name the barrio.

It is very probable that a new form to take the place of the form "W" used last year will be sent but soon, on which you will be asked to report at least twice before the end of the year on the personal and professional qualifications of each teacher. At the end of the year your form "Q" recommendations and reports, will be carefully compared with these and the visit reports, and all of them will be taken into consideration in acting upon your recommendations.

Respectfully,

L. P. A. -KBH-513 Acting Commissioner